

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A*

C-A OPERATIONS PROCEDURES MANUAL

14.33.1 Occupational Safety and Health Operational Controls Form
for C-AD and SMD Offices

Text Pages 2 through 4

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

Approved: _____ *Signature on File* _____
Superconducting Magnet Division Head Date

E. Lessard

**C-A OSH
OPERATIONAL CONTROLS FORM**

Operational Controls Form for Occupational Safety and Health Hazards for Offices	Completed By: <u>E. Lessard</u> Date: May 22, 2006
1. Operations: <p>The Collider-Accelerator Department (C-AD) and Superconducting Magnet Division offices are primarily used for administrative, engineering and group interfacing activities, which support accelerator and magnet fabrication operations. Personnel utilizing these offices consist of administrative, technical and scientific staff. To support the operation of the C-AD and SMD facilities, office space is provided throughout the C-AD and SMD complex. All offices are properly equipped to support personnel in performing their assigned tasks, e.g. phones, computers, work tables/desks.</p>	
2. Activities: <ul style="list-style-type: none"> • Administrative tasks such as computer work, copying, filing • Meetings, seminars, videoconferencing, work planning 	
3. Controls – Sub-Systems, Operations, Safety Review and Personal Protective Equipment, Emergency Response: <p>All controls at the C-A complex are under a Formal Conduct of Operations (CO) and are described in detail in the C-A Operational Procedures (OPM), the SMD OPM and the SMD Magnet Assembly Procedures. Safety significant procedures included in the C-AD and SMD OPMs include:</p> <ul style="list-style-type: none"> • Operational Controls: C-A OPM Chapter 2 - Work Planning; SMD OPM Chapter 2: Guidelines for the Conduct of Operations (Work Planning) • Emergency Response Controls: C-A OPM Chapter 3, Emergency Procedures; SMD OPM Chapter 3: Local Emergency Plan 	
4. Maintenance: <ul style="list-style-type: none"> • C-A OPM Chapter 2 - Maintenance, Work Planning • SMD OPM Chapter 2: Guidelines for the Conduct of Operations (Work Planning) 	

5. Actions to be Taken if Control Fail:

- [C-A CO Chapter 4](#) - Communications
- [C-A CO Chapter 6](#) - Investigation of Abnormal Occurrences
- [C-A OPM Chapter 3](#) - Emergency Procedures
- [C-A OPM Chapter 10](#) – Occurrence Reporting
- [SMD OPM Chapter 3](#): Local Emergency Plan
- [SMD OPM Chapter 2](#): Guidelines for the Conduct of Operations (Operation of the ESH&Q Office)

6. Records:

- [C-A OPM Chapter 9](#) - Safety Inspection
- [C-A CO Chapter 10](#) - Independent Verification
- [C-A CO Chapter 11](#) - Logkeeping
- [C-A OPM Chapter 13](#) - Quality Assurance
- [SMD OPM Chapter 2](#): Guidelines for the Conduct of Operations
- [Job Risk Assessments](#) and [Facility and Area Risk Assessments](#)

7. Responsibilities: (a) to ensure controls are in place; (b) to ensure controls keep working; (c) to take action when controls fail; (d) to create and keep records relative to operational controls

- R2A2s
- [C-A OPM Chapter 1](#) - Policies for Authorization, Training, Environment, Safety, Procedures, Minors, Visitors
- [C-A CO Chapter 1](#) - Organization and Administration
- [SMD OPM Chapter 2](#): Guidelines for the Conduct of Operations

Name	Responsibility
Responsible and authorized personnel are listed and maintained in the C-A Operational Procedures Manual and the SMD Operations Procedure Manual	C-A OPM 1.1 - Authorization C-A OPM 1.11 - Department Requirements for Interaction with C-A C-A OPM 10.1 - Occurrence Reporting and Processing of Operations Information SMD OPM Chapter 2 : Guidelines for the Conduct of Operations

8. Training:		
Name	Training	Training Policy
Training data is maintained in BTMS	See specific Job Training Assessments (JTAs) in BTMS	C-A OPM 1.12 – Training and Qualification Plan C-A OPM 1.12.b - Instructors Qualified By Department Position or Authority OPM 1.12.c - C-A Facility-Specific Briefing Form for Unescorted Contractors SMD OPM Chapter 2 : Training and Qualification